

Terms of Reference

People and Culture Committee

SDOC20/1919

Purpose

The People and Culture Committee's purpose is to oversee and provide advice/assurance on people and culture matters within the Southern NSW Local Health District (SNSWLHD) consistent with the LHD's organisational strategy and Chief Executive's delegation and authority.

Other matters may be referred by the Board to the Committee from time to time.

The Committee will support the SNSWLHD Board, Chief Executive and senior management.

Responsibility

The Committee is directly accountable to the SNSWLHD Board through the Chair and is responsible for:

oversight of workforce culture, wellbeing and engagement strategies, plans and requirements, the management of workforce initiatives, impacts, and risks (including workplace health and safety risks)

monitoring and reporting on the effectiveness of the LHD's workforce against the strategic plan, including people engagement and development, wellbeing, resource management, compliance, legislative and policy obligations

monitoring people matters where there is potential for significant risk or exposure to government, public and reputational damage, and

advice to the Board and Chief Executive on matters relating to the workforce.

The Committee shall make recommendations to the Board on all matters unless the Board expressly delegates authority to the Committee to make decisions.

Composition

The People and Culture membership is approved by the Board and comprises three Board Members and the Chief Executive. Two Board Members are required for a quorum.

Executive Sponsor: District Director, People and Culture.

The following Executives are to attend Committee meetings:

District Director People and Culture

Executive Director Medical Services

Executive Director Operations

District Director Nursing, Midwifery and Clinical Governance

District Director Mental Health and Alcohol & Other Drugs

District Director Integrated Care and Allied Health

General Manager Clinical and Corporate Support Services and Projects
 Manager Governance, Risk and Audit
 Senior Elevate Lead
 Director Leadership & Change Coach – Huron Studer Group

Chair and Chair's Specific Duties

The Board is responsible for the appointment of the People and Culture Committee Chair.

The Chair shall ensure:

- in consultation with the Chief Executive and other Committee Members, schedule dates, times, agendas and locations of meetings
- meetings are called and held in accordance with this Terms of Reference
- the meeting agenda and relevant documents are circulated to Committee members 3-5 days in advance of meetings
- committee members are aware of their obligations and that the committee complies with its responsibilities
- discussion on agenda items is on topic, productive and professional
- there is sufficient time to discuss agenda items fully, and
- the Board is notified of any matters of performance concern or risk in the LHD.
- that another Board Member may be nominated to attend as their delegate.

Meeting Schedule and Procedures

The People and Culture Committee will generally meet every two months (or six times per calendar year) unless otherwise determined by the Chair.

An annual meeting schedule will be produced in November for the following calendar year.

A quorum comprises fifty per cent plus one attendance of the membership, including two Board members.

The following procedures accord with the SNSWLHD By-Laws:

- any person may be invited by the Committee to attend a Committee meeting
- the Committee may approve a Member or invitee participating from a location other than the place where the meeting is being held. Participation from another location may be by telephone, video or other electronic medium as is appropriate to the circumstances or the business being transacted; and
- only Committee Members may vote at a meeting. A majority decision is to be the decision of the Committee.

Special meetings may be convened by the Committee Chair with the Board Chair's approval, subject to at least 24 hours' notice to each Member and invitee.

Reporting Relationships

The People and Culture Committee receives reports from the following LHD committees:

Work Health and Safety Committee.

Indicators of Committee Effectiveness

Committee effectiveness will be achieved if the Board:

- is clear about the status of workforce effectiveness, culture, wellbeing and engagement
- understands People Matter Employee Survey results and strategies for improvement
- understands any wellbeing survey results and strategies for improvement

- is aware of non-compliance matters relating to work health safety legislation
- is aware of workforce related risks and has confidence about their management, and
- makes sound decisions to support the LHD's people and culture strategies.

An annual self-assessment will be completed by the Committee.

Resources and Reports

The Committee will provide a quarterly report to the Board regarding its operations including;

- future matters regarding workforce performance, culture, wellbeing and engagement matters, and
- the management and development of the workforce, work health safety, wellbeing risks and opportunities.

The Ministry of Health is required to report against specific indicators in its Annual Report including:

- FTE numbers by staff groupings;
- the percentage of clinical and Aboriginal staff as a proportion of the total workforce;
- equal employment opportunity; and
- the annual average sick leave taken per FTE.

From time to time, the Committee will provide recommendations to the Board of key documents, including the Committee's Terms of Reference, relevant legislative and risk components.

The Committee is authorised to seek information it requires from any employee of SNSWLHD, through the Chief Executive and appropriate Executive, in order to perform its duties.

Out-of-session updates to the Committee will be provided by the Executive for matters that present current or potential, high or extreme risks to the LHD.

The Agenda and supporting papers of the Committee are to remain confidential to the membership, staff in attendance and formal reporting structure unless specifically authorised for distribution by the Chief Executive.

Strategic Plan Alignment

The People and Culture Committee primarily aligns with:

Strategic Priority 4 - Supporting our staff:

- *Strengthen diversity in our workforce and decision-making*
- *Empower staff to work to their full potential*
- *Enhance workforce through targeted training and development*
- *Build positive work environments that bring out the best in everyone, and*
- *Attract and retain quality workers who put patients first.*

Secretariat

The People and Culture Directorate will provide primary secretariat support to the Committee.

The Directorate will record and draft the Committee minutes and actions for review by the Committee Chair and refer them to the following Committee meeting for approval.

Terms of Reference Review

The Terms of Reference will be reviewed annually after completion of the self-assessment.

Document Date

Recommended to the Board by the People and Culture Committee on [insert date].

Endorsed by the SNSW LHD Board on:

Version	Date	Update
001	June 2020	Initial Terms of Reference to establish this Committee
002	July 2020	Standardised TOR for all Board Committees
003	August 2020	Final Draft to Board for approval
004	February 2023	Draft Revision tabled at Committee

References

SNSWLHD By-Laws as at June 2020